

Chief, Records Management Staff

13 December 1956

ORR Records Management Officer

Changes to Records Control Schedule

1. This Office is preparing several requests for changes to Records Control Schedule No. 22-55. These changes have been reported to the undersigned by the ORR components during the course of reporting the destruction of records.

2. This procedure has been discussed informally with Mr. [REDACTED] of your Staff who indicated that approved changes could, if we desired, be made orally. While this would normally be acceptable to the undersigned, I believe a better plan would be as follows:

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a. In requesting approval for changes to the schedule, this Office will prepare and submit a memorandum for the item(s) involved. In no case would a memorandum cover more than one ORR branch. This memo will request the change and give our reasons for requesting such changes.

b. If the requested change is approved, Records Management could indorse the memo back to this Office or could prepare a new memorandum indicating approval. I would suggest the memo. In this way a copy could be prepared for the Records Center also. In turn, I would indorse the Records Management memorandum of approval back to the ORR component concerned with the change in order that they may indicate the change of their copy of the schedule.

3. I believe this plan would be advantageous because it would alert ORR components to the fact that even though they are the custodians of the records there is another Office in the Agency that is concerned with the records and has the legal authority to approve and/or disapprove all changes. It will make them more familiar with the schedule and changes thereto as well as the legal aspects involved in destroying records.

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Records Control Schedule 22-55, Item No. 475

1. It is requested that Records Control Schedule 22-55 be amended to delete Item No. 475, Division Production File.

2. The Chief of the Materials Division has indicated in memo dated 13 November (copy attached) that this file will no longer be maintained in the division office.

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Attachment (1)